

Washington State Department of Commerce

Benefits Verification System HEN Grantee/Sub Training

October 2011



Department of Commerce
Innovation is in our nature.

What is the Benefits Verification System?

- The DSHS Benefits Verification System (BVS) is a web-based database.
- Authorized users can review basic information about clients receiving DSHS benefits.
- For the HEN Grant, authorized users can verify client eligibility.



BVS Features

- Defaults to 3 months worth of client information
- Is *Point-in-Time* , updates hourly
- Keeps a history of your latest searches
- Fast and Easy



Requesting BVS Access

- Consider your business need (which staff need access) for the BVS database for verifying HEN client eligibility
- HEN Grantees/sub grantees must provide Commerce User information AND sign the Notice of Nondisclosure
- DSHS assigns User names and Passwords



Your User Name and Password

DSHS will send you a User Name and Email like this:

From: ACES Security [<mailto:acessec@dshs.wa.gov>]
Sent: Wednesday, September 19, 2010 11:06 AM
To: Janie Blue
Subject: DSHS Benefits Verification System

Janie Blue

Your new password for the DSHS Benefits Verification System (BVS) is:

6lkr9l@x

Use your email address (blujan@dshs.wa.gov) as your log-in user name.

You can change your password after you log in by clicking the 'myAccount' link located near the top-right corner of the program.

If you have questions about this e-mail message, please contact your supervisor or the DSHS program administrator at acessec@dshs.wa.gov.



I'm in BVS, now what?

- To check and see if a client is HEN eligible, you need to type in their name and social security number or their DSHS client ID number.
- Remember the client must sign a ***BVS Consent Form*** before you conduct the search (Form located on at www.commerce.wa.gov/hen)
- If a client refuses to sign the ***BVS Consent Form*** you may call your local CSO to confirm eligibility – document the call in the client folder.



BVS Home Screen

DSHS Benefits Verification System - BVS - Windows Internet Explorer provided by Commerce IE

S:\HAU\Programs\Housing and Essential Needs HEN Grant\BVS\DSHS Benefits Verification System - BVS.mht

File Edit View Favorites Tools Help

Department of Commerce H... Home Constant Contact Login

Department of Commerce Ho... DSHS Benefits Verificatio...

DSHS Washington State Department of Social and Health Services

home | log-in

This web site is restricted to use only by authorized Services.

User Name ☐ remember name

Password [forgot password?](#)

☐ I have read and agree with the [privacy and confidentiality rules](#).

Enter

Type in your user name and password here and press ENTER.

COOKIES:

Cookies are needed to access this site. Our cookies respect the privacy and security of your personal information. In order to login to the DSHS Benefits Verification System, your browser must accept our cookie.

What is a cookie? A cookie is a text file that is sent to your computer from our computer. The cookie stores information about your login session and it can be retrieved only by you or by our site. The data on the cookie consists of your unique login number, the name of our Web site and an expiration date.

Are cookies safe? Yes. We use cookies to keep your session secure. A cookie is safe because it is not "executed" as code and therefore, cannot contain viruses. A cookie also cannot be used to extract any data from your computer. The information we collect with cookies is not sold, rented or shared with any outside parties.

Local intranet 100%

start 2 Microsoft Offi... BVS My Pictures DSHS Benefits Ve... 7:27 AM



Example of HEN eligibility

Type in name and SSN OR
DSHS client number and
click enter

[home](#) | [search](#) | [help](#) | [myAccount](#) | [log-out](#)

DSHS
Washington State Department of Social & Health Services
DSHS Benefits Verification System

[home](#) | [search](#) | [help](#) | [admin](#) | [audit](#) | [myAccount](#) | [log-out](#)
Logged in: Andrew Nord (nordaj@dshs.wa.gov)
Please log-out when done!
[Print this Page](#)

Your Search Request

Search Time 9/16/2011 11:09:31 AM	Search By Andrew Nord (nordaj@dshs.wa.gov)	MI
Last Name	First Name	Months Requested
Social Security Number	DSHS Client ID 1	12

DSHS Results: Housing and Essential Needs (HEN) Eligibility
number of months: 7

September 2011	Client: JOHNSON, JANE J
042 - King North CSO	Housing & Essential Needs (HEN) Eligible = YES *
August 2011	Client: JOHNSON, JANE J
042 - King North CSO	Housing & Essential Needs (HEN) Eligible = NO
July 2011	Client: JOHNSON, JANE J
042 - King North CSO	Housing & Essential Needs (HEN) Eligible = NO
June 2011	Client: JOHNSON, JANE J
042 - King North CSO	Housing & Essential Needs (HEN) Eligible = YES *
May 2011	Client: JOHNSON, JANE J
042 - King North CSO	Housing & Essential Needs (HEN) Eligible = Unknown
April 2011	Client: JOHNSON, JANE J
042 - King North CSO	Housing & Essential Needs (HEN) Eligible = YES *
March 2011	Client: JOHNSON, JANE J
042 - King North CSO	Housing & Essential Needs (HEN) Eligible = YES *

Footnotes:
* This individual is potentially eligible for Housing and Essential Needs assistance. Eligibility for Housing and Essential Needs is determined by local grantees following guidelines established by the Department of Commerce.
NOTICE: The client information available on this website is confidential under state and federal law. Do not:

- Access or use this confidential information for any reason other than the purpose in your agreement with DSHS.
- Share or disclose the information.
- Keep this information in such a way that it could be accessed by anyone who is not allowed to see it.

Laws include: RCW 74.04.060, RCW 42.56.230(1), 45 CFR 205.50, 42 CFR 431.301, 7 CFR 272.3, and the HIPAA Privacy Rule - 45 CFR §160 to 45 CFR §164.
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IS.DEVL; DB.DEVL; ACES.DEVL

If the HEN applicant is eligible this is what will appear. Simply print this page and add in the client folder as proof of eligibility for this time period.

